Providence Academy
Tuition Assistance Policy
2019-2020

Introduction:
A goal of Providence Academy is to provide a Christian education for every potential student that desires it. However, we realize that many families have financial barriers that impede their ability to enroll their children in a private Christian school. Therefore, the Tuition Assistance Fund (the Fund) is established for the purpose of assisting qualified families with tuition based on their financial need. This policy describes the criteria used to assess need and make tuition assistance awards. Our intent is that this policy be considered a Qualified Scholarship Program under the Internal Revenue Code, and that awards be tax free to the recipient.

Contributions to the Fund:
Contributions to the Fund may be tax deductible. A tax advisor should be consulted to determine deductibility. Contributions should be directed to the Treasurer of Providence Academy. Checks should be payable to Providence Academy, with the memo "School Tuition Assistance Fund" in the body of the check.

Applications for Assistance:
Applications for Tuition Assistance are processed through School & Student Services (SSS) by NAIS (National Association of Independent Schools) (see information below). Applications for tuition assistance must be submitted directly to SSS **as soon as possible** and by March 30 for the next school year for current families and April 15 for new families. The processing company will evaluate the data and determine the applicant's "adjusted available income" and analyze the "student need." Financial information is strictly confidential. In the case of extenuating circumstances, late applications may be considered at the discretion of the Headmaster. However, applications received by the deadline will be considered first. Since there is a limited amount of funding for financial aid, we encourage families to apply as soon as possible. Financial aid decisions are typically made within 2 weeks of the submission of a family's application.

The Headmaster and Executive Committee of the Board will review the findings of the processing company, evaluate applications with special circumstances, decide whether to award funds, and the amount, and submit a confidential report to the Board detailing the distribution of tuition assistance to the applicants (with applicant names redacted).

Confidentiality:
A minimum number of people should be aware of the existence of pending applications for tuition assistance. Schoolteachers will not know which families are receiving tuition assistance.

Eligibility:
1. Parents must demonstrate an understanding of, and desire for, Christian education. To qualify for tuition assistance, they should be able to provide specific examples of financial sacrifices they have made, or are prepared to make, in their own lives to enable their children to attend a Christian school (working extra jobs, cutting back on discretionary spending, selling vehicles, delaying major purchases, etc.). This sacrifice balances the sacrifice of the tuition assistance donors and the staff of the school.
2. Eligibility shall be based on demonstrated student need and space availability in the classroom.
3. Any balances owed by the applicant from a prior school year must be paid current in order for a tuition assistance application to be accepted for review.
4. Continuing good behavior by the student both in and out of school is required or the remainder of the assistance award may be withdrawn upon written notice to the family.

5. Parents must demonstrate a cooperative attitude toward the school administration and staff or the remainder of the assistance award may be withdrawn upon written notice to the family.
6. Tuition assistance does not renew automatically. Families must re-apply for tuition assistance each year.
7. Once tuition assistance is granted, it will accrue in the same manner in which the family receiving assistance pays their portion of the tuition, i.e. if the family pays monthly, tuition assistance will accrue monthly; if the family pays twice a year, the assistance will accrue twice a year. Tuition assistance will only continue as the family receiving assistance keeps up with their payment of tuition.
8. If a student withdraws from school during the year or is expelled, all unused portions of the tuition assistance will be retained in or returned to the Fund.
9. Although tuition assistance is granted for the entire school year, the continuation of the grant award will be reviewed each semester. Prior to the start of each semester, parents must certify in writing that their financial status has not changed from the original application. Based on this certification, tuition assistance will be extended for the second semester.
10. Parents are expected to try to pay more toward their children's tuition if their financial situation improves during the year so that more needy families may be assisted. Therefore, parents must notify the school if the family's financial condition changes during the year. Failure to comply will affect eligibility for further assistance.
11. Preference will be given to returning families, families with multiple students, and families who contribute to the school in substantial, nonmonetary ways.
12. The core analysis of family expenses will be weighted more heavily than the discretionary expenses.

Tuition assistance awards:
In order to meet the needs of the greatest number of families, the maximum award will be 50% of the annual tuition. The amount of the award will be based on the applicant's "adjusted available income" and "student need" as determined by the application processing company School & Student Services (SSS) by NAIS (National Association of Independent Schools). The Headmaster or Executive Committee will review applications and verify eligibility based on requirements defined in this policy. Any funds that are awarded and subsequently not used due to withdrawal of the student or other loss of eligibility as defined by this policy will be returned to the pool of funds available for award to other eligible students under this policy. Any grants awarded during the school year will apply only to tuition due from the date of the award to the end of the school year.

Non-discrimination:
Providence Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policy, tuition assistance policy and athletic and other school administered programs.

Tuition Assistance Processing Schedule:

- January 3: Application period opens for the next school year
- March 30: Current families to submit financial aid application online with SSS **as soon as possible** and no later than March 30.
- April 15: New families to submit financial aid application online with SSS **as soon as possible** and no later than April 15.
- Financial aid decisions are typically made within 2 weeks of the submission of a family's application.
- Within 2 weeks of award notification: Awardees must re-confirm enrollment, re-confirm need, and accept award

NAIS Principles of Good Practice for Financial Aid Administration

Approved by the NAIS board in February 2013.

Recognizing that each family bears the primary responsibility for financing a student's education costs, NAIS's Principles of Good Practice for Financial Aid Administration are designed to serve as guideposts in developing professional policies and orderly procedures among schools. Through these principles, NAIS affirms its belief that the purpose of a financial aid program is to provide monetary assistance to those students who cannot afford the cost of attending an independent school. Furthermore, these principles reflect the standards of equity and fairness NAIS embraces and reassert NAIS's ongoing commitment to access and diversity.

Principles of Good Practice:

1. The school adheres to all applicable local, state, and federal laws and regulations, including those that require non-discriminatory practice in administering its financial aid policies.
2. The school operates within the context of both short- and long-range financial aid budget and policy goals.
3. The school uses objective research to measure the effectiveness of its progress towards its goals, and communicates the outcomes to its constituents, as appropriate.
4. The school provides clear and transparent information to families through outreach, education, and guidance on all aspects of its financial aid process and the factors that influence admission and aid eligibility.
5. The school determines eligibility for admission without regard to a student's application for financial aid.
6. The school commits to providing financial aid dollars to applicants who demonstrate that their family resources are insufficient to meet all or part of the total educational costs.
7. The school continues to provide support to students as long as they demonstrate financial need.
8. The school maintains the same standards of behavior and academic performance for recipients of financial aid as it does for non-recipients.
9. The school enacts documented procedures that ensure a fair, consistent, and equitable assessment of each family's ability to contribute toward educational expenses.
10. The school makes and communicates financial aid decisions in a manner that allows families to make timely, careful, and fully-informed enrollment decisions.
11. The school establishes administrative and accounting procedures that distinguish the school's need-based financial aid program from tuition assistance programs that are not based on financial need.
12. The school safeguards the confidentiality of financial aid applications, records, and decisions while respecting the right of each family to discuss its own financial aid outcomes in an appropriate manner.
13. The school supports collaboration between the financial aid office and other offices within the school.
14. The school supports collegial relationships with other schools and organizations for professional development, exchange of best practices, and other information sharing, as appropriate.

nais Principles of good Practice for financial aid administration

The NAIS Principles of Good Practice for member schools define high standards and ethical behavior in key areas of school operations to guide schools in becoming the best education communities they can be. Accordingly, membership in NAIS is contingent upon agreement to abide by “the spirit” of the PGPs. Principles are precepts grounded in an ethic and ethos of “doing the right thing.” Practices are common activities.